

## **Purpose**

To establish a uniform Career Ladder throughout the Maintenance Organization that recognizes and rewards field skills (equipment certification), academic competence (testing), and longevity (years of service).

To establish uniformity in the administration of the Maintenance Training program and Maintenance Career Ladder. (Refer to 06A-8.1)

To establish uniform qualifications for the Maintenance Career Ladder. (Refer to 06A-8.2)

To administer NICET and Maintenance tests throughout the department. (Refer to 06A-8.3)

To establish a uniform system throughout the State for Maintenance training and certification data. This data base will be called the Maintenance Training and Certification Database. (Refer to 06A-8.4)

To establish and operate the Maintenance Training Academy. (Refer to 06A-8.5)

## **Policy**

It will be the policy of the Department of Transportation to provide Maintenance employees with a Career Ladder that will provide a framework for advancement. The Maintenance Career Ladder recognizes the employees increased worth to the Department through training and time.

The Career Ladder will include the following classifications.

**GENERAL MAINTENANCE WORKER II  
HIGHWAY OPERATIONS SPECIALIST I  
HIGHWAY OPERATIONS SPECIALIST II  
HIGHWAY OPERATIONS SPECIALIST III  
LEAD LEVEL  
MAINTENANCE TRAINING SPECIALIST  
STATION SUPERVISOR/HIGHWAY OPERATIONS SUPERVISOR  
REGION MAINTENANCE OPERATIONS ANALYST  
REGION MAINTENANCE AREA SUPERVISOR**

The Department will provide training for all Maintenance personnel. The Department will also administer tests and certifications to advance qualified personnel through the Maintenance Career Ladder.

The Department will establish and maintain a Maintenance Training Academy to train new Maintenance employees.

The Maintenance Training Academy will also serve to train existing employees as required.

The Department will recognize and reward Maintenance employees who cross-certify in NICET testing in the Construction or Materials area. Maintenance employees who cross - certify in the Construction or Materials area at the same level that the employee is responsible for by the Maintenance Career Ladder will be considered for an in-grade promotion at such time as their position of employment utilizes their cross-level training.

## **Procedures**

### **Maintenance Career Ladder and Training Program UDOT 06A-8.1**

**Responsibility:** Engineer for Maintenance

#### **Actions**

1. Insures that the Maintenance Career Ladder and Training programs develop Maintenance employees that meet the operational requirements of the Department.

**Responsibility:** Maintenance Operations Coordinator

2. Develop training and certification programs. Include technical advisors from throughout Maintenance and elsewhere. Include ideas from a large cross-section of Maintenance personnel. Develop, write, produce and update video libraries both in Regions and in Maintenance Planning. Coordinate and teach courses at the Maintenance Training Academy. Provide Regions Maintenance Training Coordinator with necessary resources and provide support for the certification process in the Regions. Maintains Maintenance Training and certification Database that tracks qualifications for Career Ladder advancement procedure.

**Responsibility:** Region Maintenance Engineers and Region Engineers

3. Insures that Region Maintenance employees are given the opportunity to train and progress through the Maintenance Career Ladder. Insures that candidates for advancement meet the qualifications outlined in Procedure 06A-8.2 and that only qualified employees are advanced. Makes sure that the Region Maintenance employees receive training required by Policy and Procedure.

**Responsibility:** Region Maintenance Training Specialist

4. Coordinates and/or administers training required by department Policy and Procedure, Maintenance Career Ladder, and operational maintenance needs. Coordinates and/or administers equipment certifications, N.I.C.E.T. testing, and Departmental Maintenance testing. Maintains Region Maintenance Training and Certification database that tracks qualifications for Career Ladder advancement. Forwards qualification information to Operations Coordinator through Maintenance Training And Certification Database.

**Maintenance Career Ladder Qualifications**

**UDOT 06A-8.2**

**Responsibility:** Maintenance Employees

**Actions**

1. Meet qualifications outlined in the Career Ladder below.

***Classification Level***

**Maintenance Worker II**

*Performance Certification*

There will be a Maintenance Worker II position, for individuals who cannot qualify for a Class A, CDL (because of age or physical inability). These employees are still required to meet UDOT health requirements as outlined in Policy 06A-15.

***Classification Level***

**HOS I - (Probationary period of 6 months)**

*Work Experience Required*

Two years of related experience.

*Performance Certification*

\*\* Commercial Drivers License (A) with X endorsement within 60 days of starting date.

Must attend Maintenance Training Academy by appointment from Area Supervisor and complete the following:

Must attend and successfully graduate from the Maintenance Training Academy during first year of employment and complete the following:

Radio

Seat belts

Maintenance operations

Equipment operations

Safety operations

Traffic control

Personnel matters

Defensive driving (trucks)

S.A.F.E. Plus Workshop

First aid / CPR

Sexual harassment  
Flagging  
Environmental concerns  
Department standards  
Hand tool use and safety  
Fire extinguishers  
Metric Training  
Winter Operations/Safety  
Gas Card

Equipment Certifications On:  
Dump Truck - all  
Tractor - all  
Mower - all  
Loader - all  
Highway Sanders/Calibration - all  
Air compressor - all  
Snow Plow - straight blade

***Classification Level***

**HOS II**

***Work Experience Required***

Two years of related experience plus one year in DOT Maintenance.

***Performance Certification***

\*\* Commercial Drivers Licence (A) with X endorsement.

Attended and Graduate from the Maintenance Training Academy.

Complete training and testing on the following:

Maintenance Exam - Level II including:  
Materials, Standard Drawings, and Top 20 Activities

Equipment Certifications:  
Tar Pot / Crack Sealer - all  
Steel Wheel Roller - all  
Pneumatic Roller - all  
Tow-Type Sweeper - all  
Fork Lift - all

*Classification Level*

**HOS III**

*Work Experience Required*

Two years of related experience plus two years in DOT Maintenance.

*Performance Certification*

- \*\* HOS II qualified, CDL (A) with X endorsement, and must have completed training on:

Environmental concerns III (with exam)

Maintenance Exam - Level III including:

Materials, Top 20 Activities, Maintenance Management System

- \* NICET-Level II

Equipment Certifications: Must qualify on eight pieces of equipment listed below:

Auger II

Crane II

Pickup Broom

Paint Machine

Tow-Type Sweeper

Tip Trailer / Pup Trailer

Dozer

Rollers - Rubber

Rollers - Steel

Graders

Back Hoe

Chip box

Laydown Machine

Windrow Sizer

Lee Boy

Distributor (Class 03)

Weed sprayer (Licensed Chemical Applicator)

Vactor

Snow Blower

Hydro/Hoe

*Classification Level*

**Lead Level**

*Work Experience Required*

Two years of related experience plus three years in DOT Maintenance.

*Performance Certification*

\*\* HOS III qualified, CDL (A) with X endorsement, and must have completed training on:

\* NICET-Level III

Maintenance Exam/Lead Level including:

Department Reporting, Materials, Top 20 Activities, and Compaction Plan Reading Course

*Classification Level*

**Maintenance Training Specialist I**

*Work Experience Required*

Two years of related experience plus two years in DOT Maintenance.

*Performance Certification*

\*\* Must be HOS II qualified, CDL (A) with X endorsement and must be a participant in the Region Snow Plan.

*Classification Level*

**Maintenance Training Specialist II**

*Work Experience Required*

Two years of related experience plus three years in DOT Maintenance, one year of which must be as a Maintenance Trainer.

*Performance Certification*

\*\* Must be HOS III qualified, CDL (A) with X endorsement and must have completed:

- \* Nicet Level II
- Train the Trainer Course - (40 Hrs minimum)
- Must attend Maintenance Training Academy
- Must be a third party tester (CDL)
- Must complete a three day training course on Video Producing and Editing
- Must attend training on NICET Procedures
- Must attend training course on Maintenance Training equipment certification
- Must be a certified trainer on the following:
  - Traffic Control
  - Flagging
  - Hazmat
  - First Aid/CPR
  - Pilot/Escort
  - Environmental Concerns
  - Defensive Driving
  - Safety Operations
  - Radio Procedures
  - Metrics
  - Fire Extinguishers
  - Department Standards
  - Maintenance Operations

*Classification Level***Maintenance Training Specialist III***Work Experience Required*

Two years of related experience plus three years in DOT Maintenance, two year of which must be as a Maintenance Trainer.

*Performance Certification*

- \* Must be Trainer II qualified and must have completed the following:
  - Nicet-Level IV
  - Maintenance Exam/Supervisor Level
  - Plan Reading Course



*Classification Level*

**Station/Maintenance Supervisor**

*Work Experience Required*

Two years of related experience plus five years in DOT Maintenance.

*Performance Certification*

\*\* Lead Level qualified, CDL (A) with X endorsement, and have completed:

- \* NICET-Level IV  
Maintenance Exam/Supervisor Level including:  
Maintenance Management System  
Plan Reading Course

*Classification Level*

**Maintenance Analyst**

*Work Experience Required*

Two years of related experience plus five years in DOT Maintenance.

*Performance Certification*

Lead Level qualified, Valid Utah Driver's License, and have completed:

- \* NICET-Level IV  
Maintenance Exam/Analyst Level including:  
Maintenance Management System

*Classification Level*

**Area Supervisor**

*Work Experience Required*

Two years of related experience plus five years in DOT Maintenance.

*Performance Certification*

Station Supervisor/Analyst qualified, Valid Utah Driver's License, and have completed:

- \* NICET-Level IV  
Maintenance Exam/Area Supervisor, including:  
Maintenance Management System

- \* All promotions without NICET will only be one (1) step per salary range, with NICET they

will be two (2) steps. With a maximum of four (4) steps.

\*\* CDL (A) with N and K endorsement is acceptable for Maintenance Employees under age 21, or with Driver License Division Health Exemption

## **Maintenance Testing**

## **UDOT 06A-8.3**

**Responsibility:** Engineer for Maintenance

### **Actions**

1. ***NICET***

NICET tests will be given semi-annually through the Human Resource Training office. Application information and schedules are available through the Region Training Coordinator.

2. ***ADVANCEMENT***

This letter is used in the interim until an adequate number of qualified employees exists to fill our needs. Each employee will be given two (2) years or four (4) consecutive test cycles to complete his/her qualifications if not completed in required time. Employee will not be advanced for additional steps in grade.

3. ***NICET CROSS CERTIFICATION***

A Cross Certification increase may be achieved by an employee if an employee has tested successfully in N.I.C.E.T. Maintenance at the level required by that position. In addition the employee must also test successfully at the same level in Construction or Materials and must be in the position which requires that level of certification.

4. ***MAINTENANCE TESTS***

All Maintenance tests required in the "Maintenance Career Ladder" will also be given semi-annually. However, if demand requires, they will be given quarterly. If an employee does not pass his/her test, they will be given another opportunity to pass, if they again fail, they will be required to wait one year before they can test again.

5. ***TEST SCORES***

NICET test scores are administered by NICET. Maintenance employees will receive notification of NICET results from NICET. All Maintenance employees are required to pass all Departmental Maintenance tests with a score of 70% or higher. All tests will **not** be graded on a curve.

6. ***SPECIAL PROVISIONS***

If an employee cannot test in the regular cycle for health or personal reasons, permission may be granted to makeup tests by submitting an application along with a letter from their Supervisor explaining the need for a change of testing dates.

7. ***MAINTENANCE TESTING***

**EQUIPMENT TESTING**

Each employee will be given the opportunity to pass all Equipment Qualification tests (written and field) if they meet their minimum "time in grade" requirement. Employees must notify their Region Trainer at least 15 days prior to the date they wish to test. All equipment certification tests will be coordinated/administered by the Region Maintenance Training coordinator.

## **Maintenance Training Record Keeping**

**UDOT 06A-8.4**

**Responsibility:** Engineer for Maintenance

### **Actions**

1. Insure that all Maintenance training files are kept up to date in order to provide information concerning Maintenance employee qualifications to advance through the career ladder.

**Responsibility:** Maintenance Operations Coordinator

2. Keep accurate files on each Maintenance employee, by Region and Org., which contain information on the following: CDL licenses, physical exam reports, equipment certifications, training tapes, N.I.C.E.T. testing, Departmental testing, and Training Academy activities. Keep files on HOS qualifications and quantify certification progress for each Maintenance employee. Notify Region Administrative Coordinator, Human Resource Analyst, and employees supervisor when employees meet requirements for next step of career ladder by using form T-004 for Maintenance training and Certification Database.

**Responsibility:** Region Maintenance Training Specialist

3. Keep an up-to-date training and certification file on each Maintenance employee. Make sure all file information including all records of Maintenance related training is updated in the Maintenance Training and Certification Database. Notify the employees supervisor when the next step of the employees career ladder has been accomplished and forward qualification information to Operations Coordinator through updating Maintenance Training and Certification Database.

**Responsibility:** Region Administrative Coordinator

4. Insure that Maintenance employees meet qualifications for promotions outlined in Policy and Procedure prior to processing paperwork for promotions. Verify qualifications through Maintenance Operations Coordinator (form T-004).

**Responsibility:** UDOT Human Resource Analyst

5. Insure that Maintenance employees meet qualifications for promotions and employment as outlined in Policy and Procedure prior to processing paperwork for promotions or hiring. Verify qualifications through Maintenance Operations Coordinator (form T-004).

## **Maintenance Training Academy**

**UDOT 06A-8.5**

**Responsibility:** Engineer for Maintenance

**Actions**

1. To operate the Maintenance Training Academy as needed. The Academy will convene at least once a year.

**Responsibility:** Region Maintenance Engineer

2. To prepare and recommend all new Maintenance employees to enter the Academy. Provide support to the Academy through funding, labor, materials, and equipment as required.

**Responsibility:** Maintenance Operations Coordinator

3. Coordinate and operate the Maintenance Training Academy. Develop the curriculum. Coordinate all classes and schedules. Coordinate and secure all necessary resources for the successful operation of the Academy. Monitor all students progress. Keep records of attendance and performance in Maintenance Training and Certification Database.

**Responsibility:** Maintenance Training Specialist

4. Must participate in the Training Academy Assignments.

**Responsibility:** Maintenance Employee

5. Maintenance employees hired after January 15, 1994 must attend the Maintenance Training Academy for Career Advancement. Maintenance employees hired prior to January 15, 1994 must attend the Maintenance Academy by appointment from their Area Supervisor as required.

**ACADEMY CURRICULUM**

**List of course offerings**

Maintenance Operations	Metric Training
Vegetation Management	Radio Training
Rest Area/Station Maintenance	Traffic Control
Flagger Training	Safety Operations
First Aid/CPR	Environmental Issues
Loss Control	Truck Certification
Tractor Mower Certification	Loader Certification
Air Compressor Certification	Equipment Management
Shop Operations	Repairs/Service Equipment
Equipment Accounting	Fire Extinguisher Safety
Legal Loads (Permits)	EEO Personnel Matters
Equipment Policy/Procedure	Snow and Ice Control
Sander Calibration	Defensive Driving
Department Standards	U.H.P. Truck/Troopers